

ENGINEERING AND RELATED SERVICES

May 19, 2006

STATE PROJECT NO. 737-36-0005

F.A.P. NO. TCSP-3604(500)

NEW ORLEANS DOWNTOWN DEVELOPMENT DISTRICT

WAYFINDING SIGNAGE PROGRAM

ORLEANS PARISH

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to perform all engineering and related services required for the subject project. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract. One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

DOTD Coordinator – Mr. Larry Langenstein, he may be reached at (504) 437-3156.

PROJECT DESCRIPTION

This is a Transportation and Community and Systems Preservation (TCSP) project. The Consultant/Team will be required to provide construction contract administration and construction inspection services. The Contract will be between the Consultant and the City of New Orleans Downtown Development District (DDD). It will be monitored by the City, DOTD and the Federal Highway Administration (FHWA).

SCOPE OF SERVICES

The Consultant shall perform Stage 5: Construction, Part III: Construction Inspection

The selected Consultant/Team will provide construction contract administration and construction inspection services required for fabrication and installation of wayfinding signs along various streets within New Orleans Downtown Development District. These services will be performed in accordance with DOTD's Standards and Procedures (see References). Copies of these documents will be made available through DOTD upon request. The DOTD will assign a project engineer from its District (02) Office to serve as a construction coordinator for the DOTD during project construction. The following services to be performed will be under the direct supervision of the City of New Orleans (DDD):

1. Coordinate with DOTD District personnel, the City of New Orleans, the City of New Orleans (DDD) and FHWA, to schedule and attend the Pre-construction Meeting. Consultant will be required to conduct the meeting.

2. Maintain all construction field records; make daily entries in the project diary to indicate the Consultant's personnel and Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time.
3. Coordinate with the New Orleans DDD Engineer/Representative for all relocations/adjustments of utility facilities for the construction of work site.
4. Provide all necessary personnel and equipment to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. Submit all sampled materials to be tested by DOTD District 02 Testing Laboratory, in accordance with the stipulated Sampling Manual.
6. Inspect the contractor's construction operations (daily) to ensure that all work is performed in accordance with the specified plans and specifications.
7. Keep clear and concise records of the contract quantities and inspections in numbered field books issued by DOTD; contractual operations in Daily Diaries signed by the Inspector and the Project Engineer; prepare monthly pay estimates signed and certified by the Project Engineer; and make monthly progress reports in conformance with DOTD requirements. Inspection of construction will not include shop and mill inspections and their approval.
8. Prepare final estimate packages, including Form 2059 – "Summary of Test Results" in conformance with DOTD requirements.
9. Review all form work drawings and submit to DOTD for further handling, review, and distribution.
10. All construction activities shall be coordinated between the Consultant, the Owner, the FHWA and an assigned representative of the DOTD. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of the DOTD. All partial and final construction estimates, and other information must be submitted on forms approved by the DOTD.
11. The Consultant will be available for conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
12. The Consultant will be required to submit "As-Built" plans with the final estimate. "As-Built" plans are to reflect all changes made from the original plans. All changes to the plans are to be made using a 746-1/2 Tuscan red pencil.
13. When it is stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.
14. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel.
15. The Contractor will perform construction layout, and the Consultant will perform, or hire a licensed surveyor to perform, any necessary spot checks for verification. All surveying must be in accordance with the requirement of LAPELS.
16. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the DOTD, prior to the performance of stipulated work.

17. Plan changes throughout the life of the project will also have to be written by the Consultant and approved through the Department's process, after prior approval of the City of New Orleans.
18. The Consultant will monitor and document all construction claims, and provide recommendations on disposition of claims.

SERVICES TO BE PERFORMED BY THE DOTD

The DOTD will furnish, without charge, the following services and data:

1. Laboratory testing of materials. DOTD District 02 Testing Laboratory in Jefferson Parish will perform laboratory tests in conjunction with specialty testing performed at the DOTD Central Laboratory in Baton Rouge, Louisiana, using samples procured, and submitted by the Consultant and/or his staff.
2. DOTD will provide project plans and a contract proposal.
3. DOTD Structural/Marine Fabrication Engineer will perform all shop and fabrication inspection.

REFERENCES

All services documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices (2003 Edition)
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. DOTD Environmental Impact Procedures (Vols. I-III)
11. Policy on Geometric Design of Highways and Streets
12. Construction Manual Testing
13. Testing Procedures Manual
14. Engineering Directives and Standards Manual (EDSM)
15. Materials Sampling Manual

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be made on the basis of actual cost plus a non-negotiated fixed fee of **\$1,070**, with a maximum limitation of **\$10,880**.

Compensation for all inspectors will be based on Consultant's audited field overhead rate. Statewide field overhead rate or a self imposed overhead rate may be used if the Consultant does not have an audited field overhead rate.

CONTRACT TIME

The services to be performed under this Contract will commence promptly upon receipt of the written NTP from the City of New Orleans DDD, and will be in effect for the duration of the construction period (45 working days), and the final estimate package (estimated to be 3 calendar days). The delivery schedule for all project deliverables will be established by the City of New Orleans DDD.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
2. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, one DOTD Certified Inspector with a minimum of five years of construction inspection experience.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 6.

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and will present of a short list of the three (if three are qualified)

highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime Consultant may require the Sub-consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov) will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and four copies of the SF 24-102 must be submitted to DOTD. **Copies of the Inspector’s certification card (indicating the date of expiration), must be included in the SF 24-102.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or provide inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, completely filled out and containing information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. 737-36-0005 and will be submitted **prior to 3:00 p.m. CST on Monday, June 5, 2006**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Dr. Babak Naghavi, P.E., P.H.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.